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**ANNEX K**

**PROPOSED INFORMATION BRANCH PROCEDURES**

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Incoming Mat Card Documents

Messenger

1. Go to turnstile when buzzer sounds.
2. Sign Courier's Classified Mail Receipt (35-16).
3. Transfer material to IB sorting table.
4. Open envelope or box of documents.
5. Sort material and deliver to [ ] IN box. 25X1

25X1 Info Control Clerk [ ]

6. Pull card from each document.
7. If multiple routing, check for enclosures, check-mark and date card. If from OGD, re-bundle documents by OSI division.
8. Place documents in OUT box.
9. Store cards for filing.
10. Sort and file cards.

Messenger

11. Pick up documents from OUT box and take to sorting table.
12. Sort and place documents in pigeon holes for later delivery.
13. Deliver.

Outgoing Mat Card Documents (multiple routing)

Messenger

1. Pick up documents at division on regular run.
2. Hold in basket while completing rounds.
3. Transport to IB sorting table and sort by destination.

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4. Place documents remaining in OSI in appropriate pigeon holes.

5. Deliver outgoing documents to  in box. 25X1

25X1 Clerk

6. Pull card from each document.

7. Check pages and enclosures against the mat card.

8. Check-mark and date card and circle addressee.

9. Place document in envelope and seal.

10. Prepare Courier's Classified Mail Receipt, 1 and 1, and attach to envelope.

11. Place envelope in OUT table.

12. File mat card.

(When messenger returns signed Courier Receipt, file).

Messenger

13. When buzzer sounds, take envelopes to turnstile.

14. Obtain courier's signature on #2 of Courier Receipt and turn over envelopes.

15. Deliver signed courier receipt to  25X1

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Incoming Serial Publications (not including paid, unclassified)

Messenger

1. Go to turnstile when buzzer sounds.
2. Sign Courier's Classified Mail Receipt.
3. Transport material to IB sorting table.
4. Open envelopes.
5. Sort and deliver material to

25X1

Info Control Clerk

6. Read publication for OSI routing (if not on standard distribution).
7. Mark routing on a slip of paper and attach slip to publication.
8. Pull log card and record issue number, date received and OSI routing. (Classified material only).
9. Place in OUT box.

Messenger

10. Pick up publication, take to sorting table.
11. Sort and place in appropriate pigeon holes for later delivery.
12. Deliver.

Outgoing Serial Publication

Messenger

1. Pick up document at division on regular run.
2. Hold in basket while completing rounds.
3. Transport to IB sorting table and sort.
4. Place documents remaining in OSI in appropriate pigeon holes.
5. Deliver classified publications leaving OSI  unclassified

25X1

25X1

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25X1 Info Control Clerk [ ] Classified

6. Record date forwarded and destination on log card.

25X1 7. Deliver [ ] or place in OUT box.

25X1 Clerk [ ] Classified

8. Place document in envelope, seal and attach CIG sticker.

9. Prepare Courier's Classified Mail Receipt (1 and 1) and attach to envelope.

10. Place envelope on OUT table.

(Note: If leaving CIA, Document Receipt and envelope will be prepared by division originating).

(When signed courier receipt is returned, [ ]

25X1

25X1 Clerk [ ] Unclassified

6. Place publication in envelope.

7. Place envelope on OUT table.

#### Messenger

a. When buzzer sounds, take envelopes to turnstile.

b. Obtain courier's signature on #2 copy of Courier's Classified Mail Receipt.

c. Deliver signed Courier Receipt to [ ]

25X1

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Incoming Sr.-Representative Dispatches

Messenger

1. Go to turnstile when buzzer sounds.
2. Sign Courier's Classified Mail Receipt.
3. Transport material to IB sorting table.
4. Open envelopes and sort material.
5. Time stamp Sr. Representative dispatches.

25X16. Deliver dispatches [ ] IN box.

25X1 Info Control Clerk [ ]

7. Check manifest against dispatches.
8. Set aside manifest for return to RI/DDP.
9. Read documents for OSI routing.
10. Mark routing on slip of paper (and on enclosures) and attach to dispatch.

25X1 11. Deliver to [ ] or place in OUT box.

(Hobson then will deliver the manifest to [ ] who places it in an envelope and hold for return to RI).

25X1

25X1 Info Control Clerk [ ]

12. Type form 35-1 (on enclosures, one 35-1 per enclosure, indicating only document number and date).
13. Detach #1 copy of 35-1 and set aside.
14. Attach other copies of 35-1 to dispatch.
15. Place documents in OUT box.

(Parkinson later files the #1 copies of the 35-1).

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Messenger

16. Pick up document and take to sorting table.
17. Sort and place in pigeon holes for later delivery.
18. Deliver.

Outgoing Dispatches (OSI - originated)

Messenger

1. Pick up document at division on regular run.
2. Hold in basket while completing rounds.
3. Transport to IB sorting table and sort.
4. Deliver to  box.

25X1

Info Control Clerk

5. Check dispatch for enclosures, coordination and release, security classification, signature and weight.
6. Write TFO and pouch numbers on copies of dispatch (If finished intelligence, imprint accountability stamp).
7. Detach OSI stay-back copies of dispatch.
8. Type 35-1 and detach #1 copy.
9. Destroy copies of 35-1.
10. If necessary, prepare weight limit waiver request (1019) and attach to dispatch.
11. Place outgoing copy of dispatch in OUT box or deliver to
12. Place stay-back copies of dispatch in OUT box.

25X1

(Heben then files #1 of 35-1. Messenger picks up stay-back copies and places in appropriate pigeon holes for later delivery).

25X1

Clerk

13. Place dispatch in envelope and seal.

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14. Prepare Courier's Classified Mail Receipt (1 and 1) and attach to envelope.

15. Place envelope on OUT table.

(When signed Courier Receipt is received,



25X1

Messenger

16. When buzzer sounds, take envelopes to turnstile.

17. Obtain courier's signature on #2 of courier receipt and turn over envelopes.

18. Deliver signed courier receipt to



25X1

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Incoming Non-CIA Cables (Routed by OCD)

Messenger

1. Go to turnstile when buzzer sounds.
2. Sign Courier's Classified Mail Receipt.
3. Transport material to IB sorting table and open envelopes.
4. Sort material and place unclassified cables in appropriate pigeon holes for later delivery.
5. Deliver classified cables  25X1

25X1 Info Control Clerk

6. Type 35-1 for each cable.
7. Detach #1 of 35-1 and attach other copies of 35-1 to cable copies.
8. Place cables in OUT box.
9. File 35-1's.

Messenger

10. Pick up cables and take to sorting table.
11. Sort and place in pigeon holes for later delivery.
12. Deliver.

Outgoing Non-CIA Cables

Messenger

1. Pick up at division on regular run.
2. Hold in basket while completing rounds.
3. Transport cable to IB sorting table.
4. If remaining in OSI, place in appropriate pigeon hole.
- 25X1 5. Deliver outgoing cable to

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25X1 Clerk

6. Detach one copy of 35-1 and set aside for later filing.
7. Place cable in envelope, seal and attach CIG sticker.
8. Prepare Courier's Classified Mail Receipt (1 and 1) and attach to envelope.
9. Place envelope on OUT table.

(Casper later files 35-1. When signed Courier Receipt is received, she files).

Messenger

10. When buzzer sounds, take envelopes to turnstile.
11. Obtain courier's signature on #2 of Courier Receipt and turn over envelope.
12. Deliver signed Courier Receipt to

25X1

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Incoming Administrative Material

Messenger

1. Go to turnstile when buzzer sounds.
2. Sign Courier's Classified Mail Receipt.
3. Transport material to IS sorting table.
4. Open envelopes and sort material.
5. Time stamp administrative documents.

25X1 6. Deliver to [redacted]

25X1 Info Control Officer [redacted]

7. Read document for OSI routing, except ACTION.
8. Attach cover sheet (51-10) to document (yellow - ACTION; pink - non-ACTION).
9. Type 35-1 for each document.
10. Circle security classification on cover sheet.
11. Detach # 1 of 35-1 and hold for later filing.
12. ACTION
  - a. Attach # 2, 39<sup>4</sup> of form 35-1 to cover sheet.
  - b. Destroy copies # 5 and 6 of 35-1.

NON-ACTION

Attach all copies of 35-1 to document.

- 25X1 13. Place document in OUT box. [redacted] then files # 1 of 35-1).

Messenger

14. Pick up documents from OUT box and take to sorting table.
15. Sort and place non-ACTION documents in pigeon holes for later delivery.
16. Deliver ACTION immediately to Executive Officer's office; deliver non-ACTION on regular run.

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Outgoing Administrative Material

Messenger

1. Pick up from division on regular run.
2. Hold in basket while completing rounds.
3. Transport to IB sorting table and sort by destination.
4. If remaining in OSI, place in appropriate pigeon hole.
5. Deliver outgoing documents to  25X1

25X1

Clerk

6. Log out on form 38-14.
7. If classified and leaving CIA:
  - a. Detach one copy of Document Receipt and hold for later filing.
  - b. Check for espionage stamp.
8. Place document in envelope (with Document Receipt attached if classified and leaving CIA), seal and attach CIG sticker (if classified).
9. If classified, prepare Courier's Classified Mail Receipt (1 & 1) and attach to envelope.
10. If appropriate, prepare Postage Slip (35-11) and attach to envelope.
11. Place envelope on OUT table. (She then files copy of Document Receipt. When signed Courier Receipt is received, she files this. When signed Document Receipt is received, she destroys the unsigned copy in the files.)
12. When buzzer sounds, take envelopes to turnstile.
13. Obtain courier's signature on # 2 of Courier Receipt.
14. Deliver signed Courier Receipt to  25X1

ILLEGIB

SECRET

Incoming CIA Cables

Messenger

1. Go to turnstile when buzzer sounds.
2. Sign Classified Cable Receipt.
3. Transport material to IB sorting table.
4. Open envelope, sort and time-stamp cables.

25X1 5. Deliver to [ ]

25X1 Info Control Officer [ ]

6. Detach and sign Classified Cable Receipt inside envelope and set aside for return to Signal Center.
7. Read cable for OSI routing, and mark routing on copies of non-ACTION cables.
8. Attach yellow cover sheet (51-10) to ACTION cable.

25X1 9. Deliver cable [ ] and place in OUT box.

10. Deliver signed Cable Receipt [ ] (who places in envelope and returns to Signal Center), or place in OUT box.

25X1

25X1 Info Control Clerk [ ]

11. Type 35-1 for each cable.
12. Detach # 1 of 35-1 and set aside for filing.
13. ACTION cables: Attach copies # 2, 3, and 4 of 35-1 to cover sheet and copies # 5 and 6 to cable copies.  
  
NON-ACTION: Attach other copies of 35-1 to cable copies.

25X1 14. Place cable in OUT box. [ ] then file # 1 of 35-1.)

Messenger

15. Pick up cables and take to sorting table.
16. Sort and place non-ACTION cables in pigeon holes for later delivery.
17. Deliver ACTION cable immediately to Executive Officer's office.
18. Deliver non-ACTION on regular run.

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Outgoing Cables (OSI originated)

Messenger

1. Pick up ditto master at division on regular run.
2. Hold in basket while completing rounds.
3. Transport to IB sorting table.

25X1 4. Sort and deliver to [ ]

25X1 Info Control Officer [ ]

5. Read ditto master for proper releasing and authentication.
6. Detach last carbon and set aside for filing.
7. Place ditto master in OUT box or deliver to [ ] then files the cable copy. This is destroyed when the conformation copy is received.)

25X1

25X1 Clark [ ]

8. Place document in envelope, seal and attach CIG sticker.
9. Prepare Courier's Classified Mail Receipt (1 & 1) and attach to envelope.

25X1 10. Place envelope on OUT table. [ ] files signed Courier Receipt when returned.)

ILLEGIB [ ]

11. When buzzer sounds, take envelope to turnstile.
12. Obtain courier's signature on # 2 of Courier Receipt and turn over envelope.
13. Deliver signed Courier Receipt to [ ]

25X1

SECRET

SECRET

Incoming Advance C. S. Reports For Evaluation

Messenger

1. Go to turnstile when buzzer sounds.
2. Sign courier's Classified Mail Receipt.
3. Transport material to IS sorting table.
4. Open envelope, sort and deliver to [ ]

25X1

25X1 Info Control Clerk [ ]

5. Read document for OMI routing.
6. Mark routing and due date on document.
7. Place document in OUT box or deliver [ ]

25X1

25X1 Info Control Clerk [ ]

8. Type 35-1, including due date.
9. Detach # 1 of 35-1 and set aside for later filing.
10. Attach # 2 and 3 of 35-1 to document and destroy other copies of 35-1.
11. Place document in OUT box. [ ] then files # 1 of 35-1.)

Messenger

12. Pick up documents from OUT box and take to sorting table.
13. Sort and place documents in pigeon holes for later delivery.
14. Deliver.

Outgoing Evaluations

No change from present procedure except: substitute # 1 of filed 35-1 for 3 X 5" card.

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Incoming Documents Loaned to OSI

Messenger

1. Go to turnstile when buzzer sounds.
2. Sign courier's Classified Mail Receipt.
3. Transport material to IB sorting table.
4. Open envelope, sort material and deliver to [ ]

25X1

25X1 Info Control Officer [ ]

5. Read document for OSI routing. (To Support Staff if in response to requirement.)
6. Type 60-16 (1 & 4).
7. Detach # 1 of 60-16 and set aside for later filing.
8. Attach other copies of 60-16 to document.
9. Place document in CUT box. (Make then files 60-16 by due date.)

Messenger

10. Pick up document from CUT box and take to sorting table.
11. Sort and place in pigeon holes for later delivery.
12. Deliver.

25X1 Infer Control Officer [ ]

13. When 60-16, with routing indication, is returned from Support Staff, place new copy of 60-16 in due date file and destroy # 1 of 60-16. (Make then uses 60-16 for follow-up.)

Returned Loaned Documents

Messenger

1. Pick up at division on regular run.
2. Hold in basket while completing rounds.

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3. Transport to IB sorting table.

25X1

4. Deliver to

25X1

Info Control Officer

5. Pull 60-16 from due date file and record date returned.

6. Place document in GWT box or deliver to

25X1

7. Re-file 60-16.

25X1 Clerk

See steps 7 through completion of procedure for handling outgoing administrative material.

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No changes are proposed in procedures for handling the following material, except where changes are indicated.

1. Registered documents.
2. Requests for loan documents and returns.
3. Top Secret material: No change proposed, pending creation of new CIA T.S. procedures by OCS.
4. Purchase orders and responses: No change in procedures.  rather than  to handle.
5. Requests for material from Records Center and responses: No change except use of form 35-1 instead of 3 X 5" card, pending establishment of new form.
6. Translation requests and responses: No change in procedure.  to handle.
7. Special Intelligence:
  - a. OGI to do all routing to OSI division and staff.
  - b. "Eyes only" material and SAD material to be handled in the same manner as other S. I. When delivering "Eyes only", messenger to obtain signature on the log chit.

25X1

25X1

25X1

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